

Justin W. Morgan

1445 Chinook Ct. San Francisco, CA 94130
Phone: (415) 894-7160 • Email: jwmorgan777@gmail.com

Highlights of Qualifications

- Overseeing the orderly function of a 24-hour fitness club
- Delivering superlative customer service during all interactions; in person, via telephone or web
- Maintaining effective work relationships with colleagues
- Scheduling meetings with staff and supervisors
- Bookkeeping and accounting on a daily, weekly, monthly and annual basis
- Promoting fitness and healthy lifestyles and maintaining positive relationships with clients

Experience

Front Desk Services, General Manager
Planet Fitness, Scranton, PA

2012 - 2013

- Touring prospective members
- Conducting retail sales, processing cancellations and parsing contracts with newly signed members
- Maintaining the cleanliness of the facility (cleaning equipment, locker rooms and restrooms)
- Scheduling staff and processing payroll
- Inventorying and purchasing retail merchandise
- Promoting the club and the club's activities

Customer Service Representative
Legacy Publishing Westbrook, ME

2010 - 2011

- Fielding questions in a comprehensive and comprehensible way about the product line
- Communicating effectively with a diverse customer base
- Managing accounts

Self-Employed, Copy Editor
Private Clients Scranton, PA

2002 - 2011

- Proofreading, editing, revising and otherwise preparing manuscripts for authors in vanity publishing
- Coaching and advising authors

Education and Training

General Education Coursework	Lackawanna College	Scranton, PA	1995
High School Diploma	Bishop Hannan High School	Scranton, PA	2001

FITNESS AWARDS & HONORS

- Currently working toward and close to obtaining American Council on Exercise (ACE) certification
- Competitive Bodybuilding: Have competed and won in two bodybuilding federations, both in the National Physique Conference (NPC) and the United States Bodybuilding Federation
- CPR and First Aid certification
- Fitness and artistic modeling for both Andrew Ogus and Russell Johnson